



S138 Road Opening/Activity Permit Application (2021/2022)

Made under Section 138 Roads Act 1993 (NSW)

Date received: _____ / _____ / _____ Application Fee: \$238.00 (2021/2022)
Traffic Control Plan Public Fee: \$140.00 (2021/2022)
Inspection Fee: \$253.00 (2021/2022)
Additional Inspection Fee: \$72.00 (2021/2022)

Permit No: _____

Receipt No: _____

Applicant Details

Name/Company name	<input type="text"/>	Contact Person	<input type="text"/>
Address	<input type="text"/>	Phone	<input type="text"/>
		Fax	<input type="text"/>
Email	<input type="text"/>		

Is the applicant also the contractor for the work? Yes No

Contractor Details (if not the applicant)

Company's name	<input type="text"/>	Contact Person	<input type="text"/>
Address	<input type="text"/>	Phone	<input type="text"/>
		Fax	<input type="text"/>
Email	<input type="text"/>		

Location and Nature of Proposed Works

Name and location of road to be affected (street or Lot No must be entered)

Details of work/activity to be carried out

Proposed commencement date Proposed completion date

DA Consent (If applicable)

Required documentation

ALL APPLICATIONS

- Any relevant plans for the approval of Council
- Worksite traffic/pedestrian control plan prepared by an RMS accredited designer
- Evidence of \$20m Public Liability Insurance
- Risk Assessment
- Council requires photographic evidence of the state of the footway/road prior to commencement of your works. A minimum of three photos showing a close up of the work area and two long shots from either end of the works are required.
- Dial Before You Dig cover sheet including the sequence numbers for Telstra & Essential Energy (required for driveway construction, and any activity requiring excavation or ground penetration)

WHERE APPLICABLE

- External Approvals i.e. RMS, Police
- Contractors working on behalf of Utility providers i.e. Essential Energy, Jemena and Telecommunications Networks must provide authorisation from said Service providers.
- Notification Letters
- Outline environmental protection measures (refer 1.9)

Declaration of Applicant

I/we, the applicant, apply to Goulburn Mulwaree Council, as the roads authority for the road and/or road reserve, for consent to undertake the above mentioned works. I declare that all information I provide is true and correct. I have read and agree to abide by the conditions of approval of this permit and any specific conditions that may apply to this approval.

Signature of
Applicant

Print Name

Date

Council collects personal information only for a lawful purpose that is directly related to Council's functions and activities. Council is required under the Privacy & Personal Information Protection Act 1998 (PPIPA) to collect, maintain & use your personal information in accordance with the Privacy Principles & other relevant requirements of the PPIPA. For further information or clarification please contact Council's Privacy Officer or refer to Council's Privacy Management Policy at www.goulburn.nsw.gov.au

Risk Assessment Form for S138 Permit

What is a sample risk assessment form?

The following is a sample template. Be sure to customize it for your needs at your workplace. The goal is to answer all of the questions below. How you actually assess the risks can vary from situation to situation, and may include the technique of brainstorming, or using a checklist or an assessment matrix. Document the process used, and how decisions were reached.

Name of person doing assessment:

Date:

Activity / Procedure being assessed:

Known or expected hazards and risks associated with the activity:

Possible consequences: What are the possible consequences? How likely are these consequences to occur? What is the possible severity of the harm?

Who is at risk?

Measure to be taken to eliminate the hazard or lower the level of risk:

Is there a risk of the control measures failing? What would the consequences be?

Training requirements:

Level of risk remaining:

Action to be taken in an emergency:

References, if any:

Signature of Assessor:

Checked by Authorised Council's Officer:

Name and Title:

Signature:.....

SCHEDULE OF CONDITIONS

1. CONDITIONS OF APPROVAL

1.1 Generally

A permit to Work With in the Goulburn Mulwaree Council Road Reserve will be issued under the conditions that the Applicant understands and agrees to comply with the following conditions and referenced documents.

The approval of the a Permit to Work Within Goulburn Mulwaree Council's Road reserve is valid for 12 months from the date approved and provided in Accordance with Section 138 of the Roads Act 1993.

Note: if works are not completed in the allocated time frame you must write to council 2 weeks prior to the permit expiring seeking an extension, otherwise works cannot proceed nor continue to proceed until you have a valid permit.

Failure to follow this process may result in you having to re-apply and paying another application fee.

1.2 Hours of Work

All construction work shall be carried out in accordance with the 'Noise Guide for Local Government' published by the NSW EPA as amended from time to time.

Programme work so that business premises are not impeded during working hours.

1.3 Notice of Work

The applicant shall give at least 48 hours' notice to Goulburn Mulwaree Council's nominated officer (Goulburn Mulwaree Council's Asset & Development Engineer – 02 4823 4444) before commencement of work. A site meeting may be necessary to verify the scope of works.

The applicant shall send out notification letters to all surrounding residence and businesses affected by the works at least one week prior to the commencement of work.

1.4 Documents on Site

Keep a copy of the approved Permit, Conditions of Approval, Approved plans, Traffic Management Plans, and Risk Assessment on site at all times.

1.5 Provision for Traffic and Pedestrians

All Traffic Control measures must be installed and maintained in accordance with Roads and Maritime Services Manual (formally RTA) – "Traffic Control at Worksites" version 4.0 issued June 2010 and must be prepared and undertaken by RMS accredited personal.

The applicant must minimise obstruction and inconvenience to the public and ensure public safety is accommodated at all times.

1.6 Reinstatement

The applicant and any contractor, servant or agent of the applicant must reinstate all areas within the Goulburn Mulwaree Council road reserve, affected by the work, to the equivalent or better condition. Carriageways and pathways which have a concrete, asphalt or paved surface must be restored the full width of the pavement. All restoration works must be carried out in accordance with the Council's "Standards for Engineering Works" and AUS-SPEC specifications, and must be to the satisfaction of the Director of Operations and at no cost to Goulburn Mulwaree Council.

SCHEDULE OF CONDITIONS

Where the reinstatement works are not completed satisfactorily, Goulburn Mulwaree Council will notify the Permit Holder in writing of the defects. It is the responsibility of the Permit Holder to then rectify the defect immediately without cost to the Goulburn Mulwaree Council, otherwise a third party maybe engaged by Goulburn Mulwaree Council to complete the reinstatement works to a satisfactory standard at the Permit Holder's expense, including all costs incurred by Goulburn Mulwaree Council.

Note:

All works are to meet Councils specifications, all driveways are to be full driveways matching with the adjacent footpath levels.

1.7 Responsibility

The applicant will accept full responsibility for the works, including Public Notifications and Dial Before You Dig (DBYD) in determining the locations of existing services and take steps to protect all services and other infrastructure.

The Goulburn Mulwaree Council hereby accepts no responsibility or liability for any omissions or non-conformances with any relevant Australian or other standards associated with the works and submitted documents supporting the permit, including, but not limited to all Traffic Management Plans (TMPs) and Traffic Control Plans (TCPs).

1.8 Damage to Services or Infrastructure

Where any damage is caused to any existing services, utilities or infrastructure through work being carried out in relation to this permit, report the damage immediately to the relevant Authorities and comply with any instructions issued by those authorities.

Where damage is caused to Goulburn Mulwaree Council's assets, report this damage immediately to Goulburn Mulwaree Council and the permit holder will be responsible for any necessary repairs and associated costs.

1.9 Environmental Protection Measures

All Sediment & Erosion control measures are the applicant's responsibility which shall be applied during the duration of the works.

All work on rural roads must be carried out in accordance with the measures identified in the Review of Environmental Factors (REF) for Goulburn Rural Road Maintenance Works 82016019-01/Report 001 Ver. 2. For extensive or high risk work an REF is required to be submitted for approval with the application.

Removal of trees and vegetation is not permitted.*

The applicant is responsible for disposing of all excess spoil; materials/spoil must NOT be placed or stored on the road or footpath.

*In cases where this may be necessary GMC will inspect the trees or vegetation and determine whether removal can proceed. Goulburn Mulwaree Council will condition any tree or vegetation removal to minimise environmental impact.

1.10 Public Liability Insurance

Hold a current public liability insurance policy to a value of not less than \$20,000,000 and provide a certificate of currency with the application form for the permit.

Indemnify the Goulburn Mulwaree Council and its agents and staff from any liability claims resulting from any incidents or actions resulting as part of the permitted works or associated works or any interventions necessitated by Goulburn Mulwaree Council.

SCHEDULE OF CONDITIONS

1.11 Risk Assessment

A risk assessment must be completed using the form provided and submitted with the application. Identified risk control must be implemented on site during works.

The applicant must minimise risk to all workers and public on or near the site and ensure safety is accommodated at all times.

1.12 Dial Before You Dig

It is the responsibility of the applicant to obtain DBYD in order to determine the location of existing services. A copy of the DBYD coversheet including the sequence numbers for Telstra and Ausgrid is to be submitted with the application.

1.12 Reporting

On completion of works a report must be submitted to council detailing the works undertaken, methods used and reinstatement works. Photos before, during and after the works are to be included in the report as well as any plans with notes stating any changes that were made.

1.13 Excavation

1.13.1 Sealed Roads

Open excavation within sealed pavements is not permitted

Install pipes, conduits, etc., by thrust or tunnel boring under the road

1.13.2 Unsealed Roads

Open excavation with unsealed roads is granted where approval to do so has been obtained in writing from Goulburn Mulwaree Council

1.14 Driveway, Footpath and Kerb & Gutter Works

The driveway shall be constructed in accordance with Goulburn Mulwaree Council's Engineering Standard for footpath and gutter crossings.

Any penetration in the kerb and guttering to accommodate stormwater pipes must be repaired to the satisfaction of Goulburn Mulwaree Council.

1.15 Pavement Marking

The Permit Holder is responsible for removing all service and set out paint marking on all pavements (regardless of service type).

1.16 Non-Compliance

If the Permit Holder fails to comply with any of the requirements of this permit, the Goulburn Mulwaree Council reserves the right to suspend all or any site works, within the Goulburn Mulwaree Council's Road Reserve, deemed to be non-compliant with this permit or posing a hazard to any person or asset without being subject to any costs.

Goulburn Mulwaree Council reserves the right to rectify any hazards caused by the works if the Permit Holder fails to do so, and the Goulburn Mulwaree Council will recover all costs from the Permit Holder, which are associated with the rectification works.

1.17 Cost and Fees

SCHEDULE OF CONDITIONS

The applicant to pay all costs and fees associated with other permits, clearances, repairs and reinstatement works due to the implementation of the requirements of this permit.

1.17 Damage Deposit

A damage deposit of \$4,344.00 (2021/2022) will be charged where deemed necessary by the Business Manager Design & Assets. The damage deposit will be refunded on completion of works to a satisfactory condition, as determined by the Director Operations.

1.18 Final Inspection

Final inspection will be required by Goulburn Mulwaree Council's Assets team, driveway inspections required prior to pouring any concrete. The inspection fee* of \$253.00 (2021/2022) per inspection must be paid when booking the inspection. Inspections must be booked at least 48hrs prior to inspection.

* Inspection fee is the council minimum inspection fee which is sufficient to inspect single driveway inspection, secondary driveway or any road works may attract additional inspection fees.

1.19 Declaration

Signing this document certifies that the applicant has read and understands all of the requirements and conditions contained herein and hereby undertakes to carry out works in compliance with the terms and conditions of approval of this permit.

Note: Please return signed copy of completed permit application form to Goulburn Mulwaree Council's Design & Asset Engineer to the following:

Email: council@goulburn.nsw.gov.au